



JOB TITLE

Spring Intern (January – May 2019)

JOB DESCRIPTION

We're a small team that works in a creative fast pace environment where every day looks different. We're looking to hire an intern that is full of energy, motivated, a creative doer, a go-getter, and most importantly, is able to embrace and champion the C. Brooke Ring brand.

RESPONSIBILITIES MAY INCLUDE

- Style and photograph products for use in marketing
- Manage and keep up to date the in-house image library
- Organize Dropbox
- Pick up Prints
- Pack and ship orders
- Assist with managing social media and maintaining a weekly posting schedule
- Write blog posts
- Help with the setup and breakdown of events and pop-up shops
- Update the website
- Deliver orders to clients on occasion
- Assist with creation of content for mailing list
- Update product descriptions
- Understands and works closely with social media (Pinterest, Instagram, and Facebook)
- Design graphics for digital and print collateral.

REQUIREMENTS

Photography

Graphic Design (InDesign, Illustrator, Photoshop, Lightroom)

Comfortable with using WordPress

Web

Strong Verbal and Written Skills

Outgoing and Friendly

Up-to-date on current trends in design

QUALIFICATIONS

Pursuing a Bachelors Degree in Marketing, Fine Art, or a related field

Passionate about styling and eager to learn new skills

Strong time management

Ability to prioritize projects and multitask

Detail oriented

Creative thinker

APPLICATION

- Resume
- Design a mood board based on a C. Brooke Ring painting that you find inspirational (send as an 8 ½ " x 11" PDF file)

HOURS AND PAY

Our ideal candidate works remotely and is available to come into the office on an as needed basis.

Stipend is available for the semester!

*All applicants please send resumes and applications to - info@cbrookering.com